

**CHECKLIST FOR  
HONORARY AWARDS, FELLOWSHIPS  
AND OTHER PERSONNEL DEVELOPMENT OPPORTUNITIES**

TITLE:

NAME OF CANDIDATE:

GRADE:

ORGANIZATION:

☐

Yes

1. Does the candidate meet the eligibility requirements as specified in the Honorary Awards and Fellowship Guidelines Handbook?

☐

No

If answer is "No", indicate reasons in Comments for Committee's Consideration below.

☐

Yes

2. Have proper approval signatures been obtained?

☐

No

☐

Yes

3. Is documentation adequate and in order?

☐

No

COMMENTS FOR COMMITTEE'S CONSIDERATION:

COMMITTEE ACTION:

☐

Recommended Approval

☐

Recommended Disapproval

REMARKS: